

**USAID VACANCY ANNOUNCEMENT # VN11-001**

TO: All Mission Employees

FROM: Kurt Pope, Regional Executive Officer

SUBJECT: Vacancy Announcement - Project Management Specialist

DATE: April 01, 2011

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title:	Project Management Specialist
Pos. No. and Grade:	FSN 12, C-536
Division/Office:	Economic Growth and Environment (EGE) Office

**BASIC FUNCTION OF POSITION**

This position is the "Amazon" senior technical advisor for the regional LAC environmental program, the Initiative for Conservation in the Andean Amazon (ICAA). ICAA is the flagship regional biodiversity conservation program of USAID/LAC. ICAA builds capacity for biodiversity conservation, reduced deforestation, improved natural resource management, strengthened environmental governance and payments for environmental services for sustainable economic growth. The program operates in the Amazon regions of Bolivia, Colombia, Ecuador and Peru and coordinates closely with those Mission bilateral programs and with other USAID-funded programs. This position requires the ability to work closely with NGOs and host country government agencies throughout the region, both regional vision and engagement on key conservation issues, and the ability to effectively manage multiple/complex institutional relationships across sectors.

**MAJOR DUTIES AND RESPONSIBILITIES**

**1. Management of ICAA Mechanisms**

As a member of the ICAA Management Unit (IMU), function as Agreement Officer's Technical Representative (AOTR) and/or Contract Officer's Technical Representative (COTR) and/or Activity Manager of grant(s), cooperative agreement(s) and contract(s), as assigned. This includes:

- a. designing and procuring ICAA activities in a team-based approach with the Program Management Unit (PMU) and other Missions,
- b. approving key personnel, annual work plans, travel and budgets/expenditures as appropriate,
- c. overseeing activity performance, including reviewing/accepting

- reports and site visits, and
- d. operating effectively as an ICAA team member, sharing information and coordinating closely with PMU team members and Mission technical staff in the region to ensure complementarities and value-added of USAID programs.

## **2. Initiative-wide Management**

As a member of the ICAA Management Unit and of the USAID Amazon Conservation Working Group, function effectively as a team member with assigned responsibilities to include:

- a. negotiating and managing Initiative-wide tasks and activities as a member of the PMU such as shared responsibilities for data quality, financial management, reporting, communications, networking, participation in ICAA-wide training and other events, and joint site visits,
  - o specifically, providing Initiative-wide budgetary and/or performance data management functions within the ICAA PMU, as assigned,
  - o specifically, writing and/or reviewing required Annual Environmental Reports, including the GCC report, Tropical Forestry and Biodiversity (118-119 FAA), ICAA-wide Annual Report and Outlook, USAID Amazon-wide Conservation report, ICAA briefing papers and talking points, and others to be determined.
- b. coordinating activities with other members of the PMU, including ensuring complementarities and value-added with other ICAA components, USAID bilateral activities managed by Amazon region Missions, other USAID programs, other donors and partners, and
- c. proactively communicating, sharing information and collaborating within the ICAA PMU, with other Missions within the USAID Amazon Conservation Working Group and with other cross-sectorial USAID colleagues to ensure maximum program impact.

## **3. Technical Leadership**

Serve as technical advisor for the ICAA PMU. Advise on the conceptualization and evaluation of regional biodiversity conservation, integrated watershed management, environmental governance, climate change and other related issues and activities in ICAA's purview. Serve as a liaison with national environmental authorities, other Missions, environmental organizations, industry, the academic sector, and other donors on environmental issues. Identify and assess conservation problems in the Andean Amazon, their potential solutions and identify priority sectors for activity implementation, including creative cross-sectorial and private sector opportunities. Promote ICAA and share lessons learned within the broader conservation and development community, including public presentations and professional development opportunities related to Amazon conservation. Represent ICAA to Missions and USG agencies and officials, including coordinating ICAA site visits with USG officials.

**DESIRED QUALIFICATIONS:**

**Education:** Master's Degree in Environmental Studies, Ecology, Integrated Sustainable Development, or similar field is required. A degree from a U.S. or internationally-accredited university is preferable.

**Prior work Experience:** A minimum of ten (10+) years of progressively more responsible experience in environmental issues, including Andean Amazon issues, environmental governance, biodiversity conservation and other environmental issues is required.

**Post Entry Training:** Training in USAID policy, rules and regulations (C/AOTR certification), and in special program areas related to assigned duties when available.

**Language Proficiency:** Level IV (fluent) in English reading and writing, and equivalent in Spanish is required.

**Knowledge:** Sound knowledge of the region's environmental problems and development priorities is required.

**Abilities and Skills:** Competence, experience, and maturity in dealing with regional government officials and international organizations. Ability to identify significant economic, political, and social trends in the region and assess their importance and potential impacts on USAID development assistance objectives and projects. Ability to function effectively in team-based settings, both in daily program implementation and in inter-agency working groups. Proven skills in working on transnational and transboundary issues. Proven skills to work effectively in cross-cultural situations and in highly charged political environments. Ability to obtain, analyze, and evaluate data and present it in meaningful terms. Strong communications skills both orally and in writing. Ability to follow through on USAID project management issues and serve as point of contact for Central America as well as U.S. counterparts. Familiarity with USAID regulations and contracting procedures.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

**To apply for this position, interested candidates should submit the following or the application will not be considered:**

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**All completed applications must be returned to USAID/Peru Human Resources Office by 4:00 p.m. Friday, April 15, 2011. Applications received after the closing date will not be accepted.**

Prepared by:EXO/HR